

LACO CFW Report Template

PART I President's Letter & Executive Summary

(The order below is what should be in report. I think it should be in the president's discretion to introduce report with a 1-3 paragraph letter, followed by an Executive summary, or to present it as "President's Report," and open with any introductory remarks and go straight to the report.)

1. President's Letter / Executive Summary (*would include, in the following order, 1-3 sentences or bullet points on each item in the following list. Keep to major items by full commission, not a listing of every meeting, presenter, etc.*)
 - 1.1. Major actions and events (eg. Awards Luncheon, the commission voted to approve etc. Also include any significant external news/events/ county actions that shaped commission's work, if applicable. Include #s where relevant, such as in tickets sold for luncheon)
 - 1.2. Votes and approvals (major)
 - 1.3. The CFW awarded [number of scholarships]
 - 1.4. Studies initiated
 - 1.5. Reports requested and received (major, eg., requested and received information about the county workforce in order for the commission to review gender equity in pay and promotion.)
 - 1.6. Membership. *Suggested boilerplate language for each annual report:* "The CFW bid a fond farewell to commissioners [names] and welcomed new commissioners [names, by district].
 - 1.7. Sub and ad hoc committees (*Only any newly created or discontinued*)
2. Reports from Commission sub-committees follow this executive summary. Following those reports are appendices including: commission budget; women of the year awardees; scholarship recipients; links to agendas, minutes, reports issued.) *[this is a boilerplate paragraph that can go in every president's report.]*

PART II

Listing of commission members and committee assignments as of date of report, as well as of staff and titles.

Do include district numbers and inclusive date of service or appointment year.

Very short—just the pdf table we already have for committees and a list for commission members. No bios here.

COMMISSIONERS

SUB-COMMITTEES

STAFF

PART III

Committee reports, in alphabetical order, to be written by committee chair. I'm using education just for an example. Executive committee probably doesn't need to issue a report. The target length of report is 1 page. Maximum is 2 pages.

Name of Committee: committee's 1-line purpose or tagline. (*no more than 1 sentence*)

Chair: [name]

Vice-chair: [name]

1-2 paragraphs or bullet points in the following order

1. Major actions and decisions (eg. Awarded 9 scholarships)
2. Convenings (date, where, purpose, #s of attendees, any concrete next steps or decisions. Do not describe events or convenings in detail, and do not list names of participants unless there was a high profile keynote speaker who we should acknowledge.)
3. Special presentations organized by the committee for full CFW, and whether those resulted in any commission action.
4. Any participation in external efforts in county or among stakeholders.

PART IV

Any administrative or governance changes. Eg., reviewed and approved, reviewed and revised.... To be prepared by member of executive committee

APPENDICES (1 page each should be fine)

CFW Budget (by fiscal year. Pdf of excel file)

Year of the Women Awardees (most recent year. List by name and district.)

Scholarship recipients (List by name, amount, and college destination. Don't include district. Photos would be great here!)

AGENDAS and MINUTES (We should have dates with hyperlinks to the files, hopefully residing on our website)